

Spec. Code:	4072
Occ. Area:	15
Work Area:	210
Prob. Period:	6 mo.
Prom. Line:	none
Effective Date:	07/01/80

PROPERTIES TECHNICIAN

Function of Job

Under general supervision, to be responsible for the maintenance, operation, and repair of specialized departmental properties.

Characteristic Duties and Responsibilities

1. is responsible for the issuance, receipt, custody, and inventory of departmental properties (such as technical equipment and power and hand tools)
2. establishes and/or implements a preventive maintenance program for tools and equipment
3. instructs students, faculty, and staff in the correct operation of tools and equipment
4. is responsible for the requisition, receipt, checking, and storage of departmental supplies
5. builds structures (such as sculpture stands, picture frames, and bookcases) for departmental equipment
6. crates/uncrates and installs exhibitions of art work, instruments, or other departmental equipment
7. prepares chemical solutions, compounds, solvents, and materials used in departmental activities
8. is responsible for the security of departmental properties, work areas, and/or exhibit rooms
9. develops and/or implements safety program for use of department properties
10. maintains records of inventory and prepares specifications and analyses of unit costs
11. makes recommendations to higher level personnel concerning organization, planning, purchase, and use of departmental properties or facilities
12. supervises subordinates or students as assigned
13. may serve on planning/coordinating committees of groups that use departmental properties or facilities
14. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. any combination of the following types of preparation:
 - (a) experience requiring the use of hand and power tools
 - (b) vocational training requiring the use of hand and power tools
 - (c) college training requiring the use of hand and power tools

that totals 1.0 unit according to the following conversion rates:

two years of "a" = 1.0 unit

two years of "b" = 1.0 unit

30 semester hours of "c" = 1.0 unit

Amounts of the various types of experience or training less than those defined above as being equivalent to 1.0 unit should be converted to decimal equivalents and added together when computing combinations of the different types of preparation listed above.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of safety factors necessary to the operation of equipment and hand/power tools
2. skill in the operation of equipment and hand/power tools
3. ability to maintain and perform minor repair on hand/power tools
4. ability to work effectively with students, faculty, and staff